Adobe® Photoshop® Album

Getting Started Guide

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Adobe® Photoshop® Album 1.0 Getting Started Guide for Windows®

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Installing and Learning to Use Adobe Photoshop Album

Welcome to the Adobe® Photoshop® Album application, the fast and easy way to organize your lifetime of photos so that you can instantly find the ones you want and share your experiences with anyone, anywhere. Photoshop Album has features designed specifically for active picture takers, photo-hobbyists, and business users who want to organize their digital photos, create albums, print photos, e-mail photos, share photos on the Web, or make a CD or disc for viewing on a computer or TV screen.

Registration

Please register your copy of the application so Adobe can continue to provide you with the highest quality software, offer technical support, and inform you about new Photoshop Album software developments.

When you first start the Adobe Photoshop Album application, you're prompted to register online. You can choose to submit the form directly or fax a printed copy. You can also register by filling out and returning the registration card included with your software package.

Installing Adobe Photoshop Album

You must install the Photoshop Album application from the Adobe Photoshop Album CD onto your hard drive; you cannot run the application from the CD.

Follow the on-screen installation instructions. For more detailed information, see the How_to_Install Read Me.wri file on the CD.

Tools for using Adobe Photoshop Album

Adobe provides a variety of options to help you learn and use Photoshop Album, including built-in Help, the Photoshop Album Quick Guide, context-sensitive menus, and tool tips.

In addition to this Getting Started Guide, you'll also find Adobe Portable Document Format (PDF) documents on the Photoshop Album CD. The Adobe Acrobat® Reader® lets you view PDF documents and is included on the CD as part of the Photoshop Album installation.

Using Help

Adobe Photoshop Album includes complete documentation in an easily accessible, built-in Help system. The Help system contains essential information on using all Photoshop Album commands, features, and tools, as well as keyboard shortcuts and full-color illustrations.

When launched, the Help system is displayed in a Web browser for easy navigation. To properly view the Help topics, your computer must have either Netscape Communicator (4.75 or higher) or Microsoft® Internet Explorer (5.0 or higher) installed.

To start Photoshop Album Help:

Do one of the following:

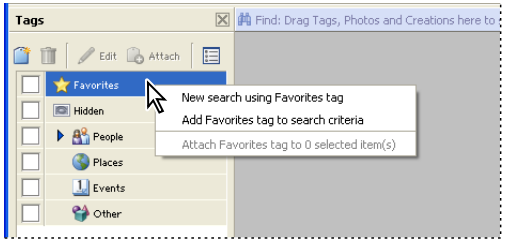
- Press the F1 key.
- Choose Help > Adobe Photoshop Album Help from the menu bar.
- Click the Help button located in the lower right corner of the Quick Guide window.

Using the Photoshop Album Quick Guide

By default, the Photoshop Album Quick Guide window opens when the application is launched. The Quick Guide is a convenient starting point for major tasks in Photoshop Album. For more information on using the Photoshop Album Quick Guide, see "Start using Photoshop Album" on page 7.

Using context-sensitive menus

Photoshop Album streamlines your use of the application with context-sensitive menus. These menus display options for photos and tools, and change depending on the item that's currently selected.



A context-sensitive menu

To display context menus:

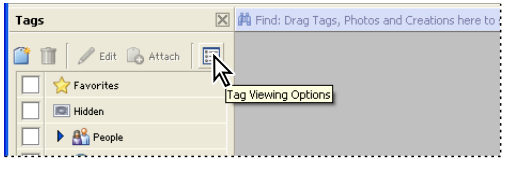
1 Position the pointer over an image or item in a pane.

2 Right-click.

If no context-sensitive menu appears, no menu is available for that tool or pane.

Using tool tips

The tool tips feature displays the name of tools, buttons, or controls.



A tool tip

To identify a tool, button, or control:

Position the pointer over a tool, button, or control, and pause. A tool tip appears showing the name and keyboard shortcut (if any) for the item.

Note: *Tool tips are not available in most dialog boxes. However, some dialog boxes contain hyperlinks that display explanations or tips.*

Using Web resources

If you have an Internet connection, you can access additional resources for learning Photoshop Album on the Adobe Systems Web site. These resources are continually updated.

To access the Adobe home page for your region:

Do one of the following:

- Click the Go to Adobe.com button near the top-right corner of the application window.
- Choose Help > Adobe Online from the menu bar.

Customer support

When you register your product, you may be entitled to technical support for a single incident. Terms vary depending on your country of residence and are available only for retail versions. For more information, refer to the technical support card provided with your Photoshop Album documentation.

Additional customer support resources

Adobe Systems also provides several forms of automated technical support:

- See the ReadMe and ReadMe First! files installed with the program for information that became available after this guide went to press.
- Choose Help > Support to explore the extensive customer support information on Adobe's Web site.

Photoshop Album Basics

Enjoying your photo collection with Photoshop Album

If you love to take pictures, you've probably accumulated piles of shoeboxes filled with prints and negatives. Or maybe you've gone digital and you're trying to keep track of all those photo files on your computer. Now you can spend time enjoying your photos instead of just looking for them. Let Adobe Photoshop Album be the hub to manage your lifetime of photos. With Photoshop Album, you can bring photos into your computer, organize them, find them, view them, fix them, get creative with them, and share them.

With Photoshop Album, you see all your photos in one place, organized by the time you took the photos, even if they're spread across many folders on your computer. Gone is the tedium of painstakingly organizing your folders by subject or renaming all your photo files—only to discover that you still have no way to see a list of all your photos by date and time or that you put a photo in one folder but went looking for it in another.

Get photos from various devices such as digital cameras, scanners, and folders on your computer and bring them into Photoshop Album. You can also bring video clips or audio clips into Photoshop Album. Once photos and media are in Photoshop Album, you can organize, view, and find them. You can even fix common photo problems. As the hub for all your photo activities, Photoshop Album lets you make such creations as albums, greeting cards, slideshows, and Web photo galleries based on your photos. You can also share your photos online or in print, all without leaving the program.

Photoshop Album recognizes digital photos, video, and audio in some of the most commonly used formats.

Adobe Photoshop Album is the hub of all your work with photos—the fast and easy way to organize and share your lifetime of photos.

How Photoshop Album works

Adobe Photoshop Album creates links to your photos so it knows where the photo is located, what file format it's in, and so forth. Photoshop Album does this by keeping information about your photos, video clips, and audio clips in a database of information called the *catalog*.

Photoshop Album automatically creates a catalog (My Catalog.psa) for you when you first launch the application and bring in photos. Your catalog keeps track of the photos, video clips, and audio clips on your computer and on other media such as discs. It's a collection of information about each photo, but it doesn't contain the actual photos themselves.

Photos, video clips, and audio clips brought into Photoshop Album are automatically organized by the date/time the photo was taken by the digital camera.

Photoshop Album also has a powerful tags feature that functions much like attaching keywords to identify your photos. It's very similar in concept to the use of "name tags" or "luggage tags." Tags give you even more flexibility in how you manage, identify, and organize photos by letting you find photos based on the people in them, where the photo was taken, what the event was, and so forth. You can have multiple tags for any photo to mark the photo with all of the things that are important about it. By selecting any combination of tags, you can find and organize just the photos you want.

Start using Photoshop Album

When you first start Photoshop Album, the Quick Guide window is open by default. The Quick Guide is a convenient "jumping off" point to all the major tasks in Photoshop Album. Select a task by clicking an icon in the Quick Guide Overview window or clicking a tab. If you're a new user of Photoshop Album, your first task will be to get photos into Photoshop Album.

The Quick Guide can be closed or reopened at any time while you're using Photoshop Album.

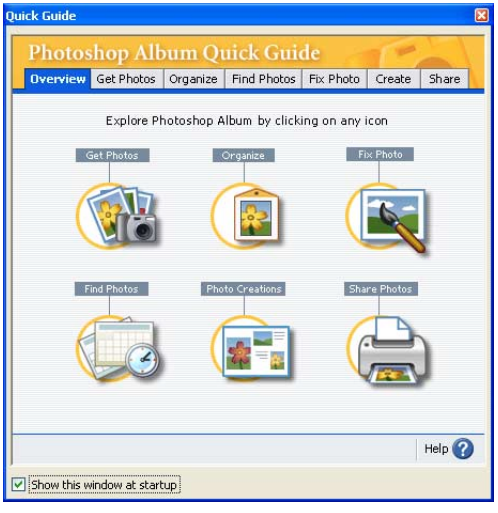
For more information about specific features in the Quick Guide, see Photoshop Album Help.

To start Photoshop Album:

1 Do one of the following:

- Double-click the Photoshop Album icon on your desktop.
- Use the Start menu to find and open Photoshop Album.

By default, the Quick Guide window appears on top of the Photoshop Album work area.



The Quick Guide Overview window

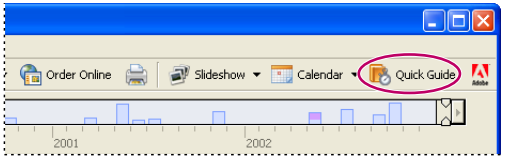
2 In the Quick Guide Overview window, do one of the following to start using Photoshop Album immediately:

- Click a tab.
- Click one of the six icons in the Overview window.

Note: *Click the Help button at the bottom-right corner of the Quick Guide window if you want to access the built-in Help. For more information on Help, see* *"Using Help" on page 2.*

To open the Quick Guide (if it's been closed):

Click the Quick Guide button on the shortcuts bar.

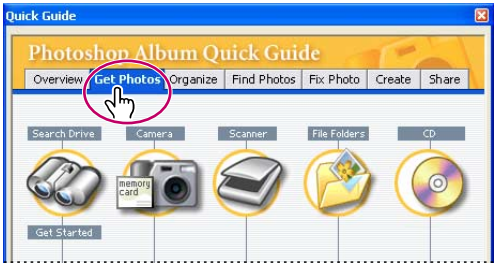


Click the Quick Guide button to open the Quick Guide.

Getting photos into Photoshop Album

Getting photos into Photoshop Album is the first thing you do to start using the software. You can do it immediately using Get Photos in the Quick Guide. You can also get photos by clicking the Get Photos button on the shortcuts bar. You can access even more options by choosing Get Photos from the File menu. Keep in mind that you can also bring video clips and audio clips into Photoshop Album using the Get Photos command.

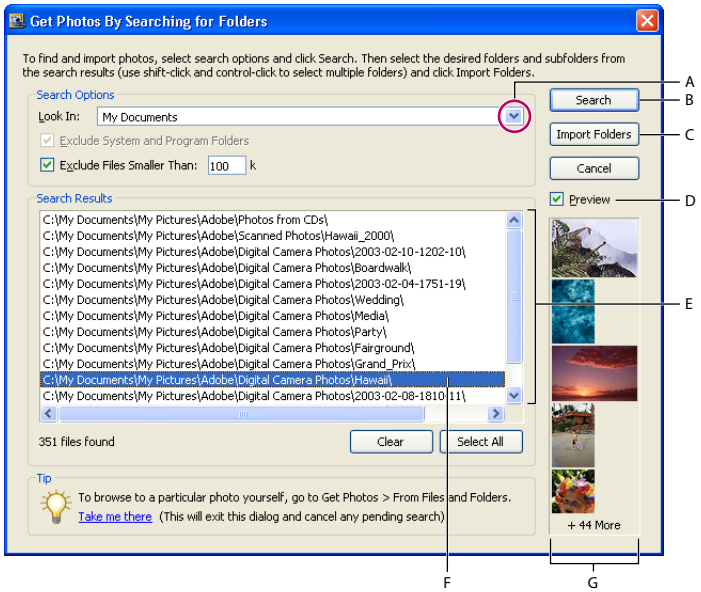
For complete information about getting photos into Photoshop Album, see Photoshop Album Help.



The Get Photos tab opens the Get Photos window; click one of the five icons to select a method to get photos.

Searching your computer's drive for photos and video

Your first step in using Photoshop Album is to import all the photos from your computer's hard disk into Photoshop Album. If you just got a digital camera and haven't downloaded any photos to your computer, see "Getting photos from a digital camera or card reader" on page 12.


Get Photos By Searching for Folders
To find and import photos, select search options and click Search. Then select the desired folders and subfolders from the search results (use shift-click and control-click to select multiple folders) and click Import Folders.
Search Options
Look In:
My Documents
Exclude System and Program Folders
Exclude Files Smaller Than:
100
k
Search
Import Folders
Cancel
Preview
Search Results
C:\My Documents\My Pictures\Adobe\Photos from CDs\
C:\My Documents\My Pictures\Adobe\Scanned Photos\Hawaii_2000\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\2003-02-10-1202-10\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\Boardwalk\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\2003-02-04-1751-19\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\Wedding\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\Media\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\Party\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\Fairground\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\Grand_Prix\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\Hawaii\
C:\My Documents\My Pictures\Adobe\Digital Camera Photos\2003-02-08-1810-11\
351 files found
Clear
Select All
Tip
To browse to a particular photo yourself, go to Get Photos > From Files and Folders.
Take me there (This will exit this dialog and cancel any pending search)
+ 44 More
A
B
C
D
E
F
G

The Get Photos By Searching for Folders dialog box

A. *Choose a location to search*
B. *Search button*
C. *Imports folder(s) selected from the Search Results window*
D. *Click Preview check box to view photo thumbnails*
E. *Search Results window*
F. *Folder selected for importing*
G. *Thumbnail of photo(s) in selected folder*

To search for photos on your computer's hard drive:

1 With the Quick Guide window open, click the Get Photos button or click the Get Photos tab to open the Get Photos screen.

2 Click the Search Drive button . The Get Photos by Searching for Folders dialog box appears.

3 Select a search option from the Look In drop-down menu:

- All Hard Disks to find all of the photos on your computer (deselect this option if you want to target your search more closely). All installed hard disk drives on your PC will be searched, so the search may take a while.
- C Drive to search the main hard disk drive in your computer.
- My Documents to search for all photos in that folder, and its subfolders.
- Browse to look for a specific folder.

4 Click Search.The search may take a while. Click Cancel if you want to stop the search.

By default, Photoshop Album searches all drives in your computer, excluding System and Program folders and files smaller than 100K. These options save you the effort of searching through folders that are unlikely to contain your photos, and also exclude small files that are unlikely to be your full-resolution photos.

5 When the search is complete, the lower area of the dialog box lists all the folders that were found to contain photos and video clips.

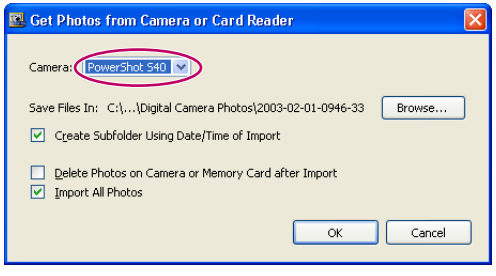
6 Click a folder to select it. To select more than one folder, press the Ctrl key on your keyboard and click another folder name. You can preview the items in a folder by clicking the folder name in the list.

7 When you're done selecting or deselecting folders in the list, click the Import Folders button.

Getting photos from a digital camera or card reader

If you are directly connecting your camera to your computer to get photos, make sure that you have installed the drivers that came with your digital camera. If you are running Microsoft Windows® XP, the drivers for some cameras are built in. Carefully read any documentation that came with your camera to make sure that it's set up correctly.

If you have a flash card or memory card reader attached to your computer, or if you have a flash or memory card in your digital camera, Photoshop Album makes it easy to get your photos.



The Get Photos from Camera or Card Reader dialog box

To get photos from a digital camera:

1 Make sure that your camera is connected properly and turned on.

2 With the Quick Guide window open, click the Get Photos button or click the Get Photos tab to open the Get Photos screen.

3 Click the Camera button.

The Get Photos from Camera or Card Reader dialog box opens.

Note: *If you have a WIA-enabled camera, Photoshop Album should automatically detect your camera when you attach it, so you won't need to click the Get Photos button.*

4 If necessary, click the pop-up menu button and choose your camera from the Camera pop-up menu.

5 Next, select Create Subfolder Using Date/Time of Import if you want the photos you're getting to be stored in their own folder whose name includes the date and time they were imported.

6 Select Delete Images on Camera or Memory Card after Import if you want to erase the photos from your camera once they're brought into Photoshop Album.

7 If you have a WIA-enabled camera, select the Import All Photos option if you want Photoshop Album to import all the images on your camera.

8 Click OK to get photos.

Important: *If your camera does not appear as a choice in the menu, it could just mean that the camera is not connected or that the camera is not turned on. For complete information on getting photos from a digital camera, see Photoshop Album Help.*

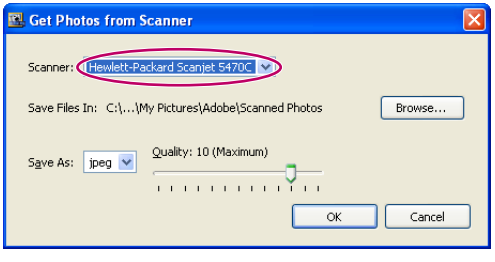
You can rotate any photo you bring in from a digital camera. Select one or more photos you want to rotate. Then click the Rotate Left button or the Rotate Right button in the options bar.

Getting photos from a scanner

Photoshop Album lets you use a scanner to bring in images of your photos, negatives, and slides. Photoshop Album uses the scanner driver (software made by the manufacturer that allows the scanner to communicate with your computer) installed on your system to get scanned images.

Before you try to get your photos into Photoshop Album, make sure that you've installed all the software that came with your scanner. Carefully read any documentation that came with your scanner to make sure that it's connected properly to your computer.

Note: *When you bring in photos using a scanner, the date and time of the scan is assigned to the photo. You can always change this date to the date that the photo was taken.*



The Get Photos from Scanner dialog box

To get photos from a scanner:

1 Make sure that your scanner is connected to your computer and turned on.

2 With the Quick Guide window open, click the Get Photos button or click the Get Photos tab to open the Get Photos screen.

3 Click the Scanner button .

4 If necessary, click the pop-up menu button and choose your scanner from the Scanner menu.

Note: *If you get a "None Detected" message in the Scanner menu, make sure that the scanner is on and properly connected to your computer.*

5 Next, choose a file format for the scanned photos from the Save As pop-up menu. JPEG is usually the best choice. Photoshop Album selects medium quality JPEG as the default format for your scan. If you choose the JPEG format, you'll be able to drag the Quality slider. The higher the quality setting, the larger the file size will be.

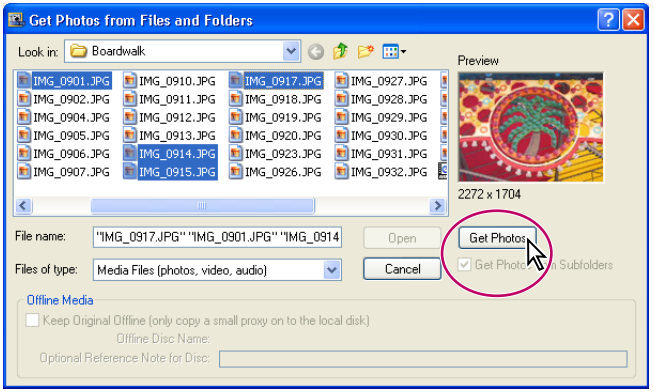
6 Click the OK button.

7 Photoshop Album launches the driver that came with your scanner. Follow the instructions that came with the driver software to scan your photo. Typically you can also select an area to scan, or correct any color issues that you may see.

Note: *If you're using Windows XP, then Photoshop Album launches the Windows XP scanning interface. Instructions can be found in Windows XP online help.*

Getting photos from files and folders

When you import photos from folders on your computer's hard drive, Photoshop Album creates a link to the location of the photos. The original photo files remain in their locations on your computer.



Select photo(s), and then click the Get Photos button.

To get photos from files and folders:

1 With the Quick Guide window open, click the Get Photos button or click the Get Photos tab to open the Get Photos screen.

2 Click the File Folders button.

3 Click the triangle icon on the right side of the Look In menu and choose a location on your computer to bring up the contents of a folder.

4 Move the pointer over a file or folder. In the case of a file, Photoshop Album displays information about the photo. Selecting a file displays a preview. Then do one of the following:

- To get a single photo, select it and then click Get Photos.
- To get multiple photos, select the first file you want to import, hold down Shift, and select the last file you want to import (all the files in between are selected). Alternately, hold down the Ctrl key and select additional files (only the files you click on are selected). When you're done selecting photos, click Get Photos.
- To get all the photos in a folder, navigate to the location of the folder and select it. Then click Get Photos.
- If you want to get photos stored in multiple subfolders, navigate to the location of the main folder and select it. Select Get Photos from Subfolders, and then click Get Photos.

Getting photos from CDs

When you get photos from CDs or DVDs, you can choose whether or not to bring the files onto the hard drive of your computer, or leave them on the CD or DVD, which is known as keeping them *offline*.

To get photos from CDs:

1 With the Quick Guide window open, click the Get Photos button or click the Get Photos tab to open the Get Photos screen.

2 Click the CD button .

3 In the dialog box, navigate to your CD-ROM or DVD drive.

4 Select the photos you want to import from the CD-ROM or DVD.

5 Select Keep Original Offline to add just a copy of the photo to your Photoshop Album catalog. If this option is selected, the copy (or proxy file) will be downloaded on your computer and Photoshop Album will reference it from that location. To download the master photo, leave this option deselected.

6 If you're keeping an original offline, type in a reference name for the CD or DVD that will make it easy for you to identify the disc in case Photoshop Album requests it at a later time.

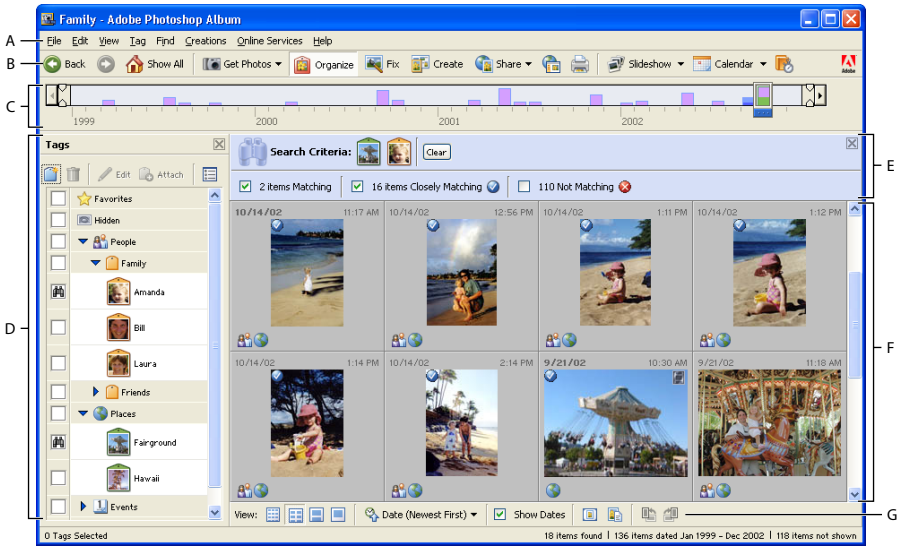
7 Click Get Photos. Your photos are brought in to Photoshop Album.

An offline photo has the CD icon *in its thumbnail. Its file location will reference the drive from which the CD was inserted.*

About the Photoshop Album work area

The Adobe Photoshop Album work area is designed to help you get, find, and fix photos; make creations; and share those photos and creations. To do all this, the work area is organized into several related components that help you move from one task to another easily and effectively.

For complete information about the features of the Photoshop Album work area, see Photoshop Album Help.



The Photoshop Album work area

A. *Menu bar*
B. *Shortcuts bar*
C. *Timeline*
D. *Tags pane*
E. *Find bar*
F. *Photo well*
G. *Options bar*

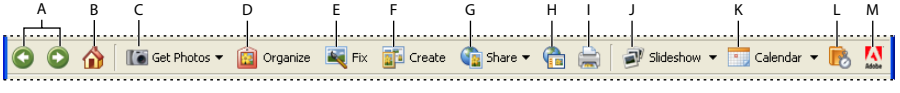
The menu bar

The menu bar contains commands for performing tasks. The menus in the menu bar are organized according to the type of task you can perform. For example, the Find menu lists commands for finding photos according to date, name, and so forth.

The menu bar

The shortcuts bar

The shortcuts bar displays buttons for common commands, and is located just below the menu bar. You can quickly click these commands as you need them while you're working in Photoshop Album. To see the name of a button, position the pointer over the button and its tool tip appears.

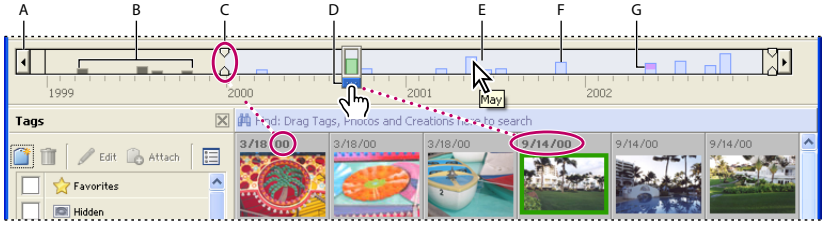


The shortcuts bar

A. *Navigation buttons*
B. *Click to show all photos*
C. *Get photos, video, and audio*
D. *Open or close the Tags pane*
E. *Fix photos*
F. *Start a new creation*
G. *E-mail and share photos*
H. *Order prints online*
I. *Print photos*
J. *Play a slideshow of selected items*
K. *Open items in calendar view*
L. *Open or close the Quick Guide*
M. *Go to Adobe.com*

The timeline

The timeline lets you find photos by the date they were taken. When you select a date or range of time in the timeline, photos that were created or saved with that date appear in the photo well. When you select a range of time in the timeline, the photo well scrolls to the photos that were taken within that range. You can also scroll to a particular month in any year by clicking that month in the timeline. The timeline also shows how items are distributed across time; the height of each bar is proportional to the number of images in each month.



Using the timeline

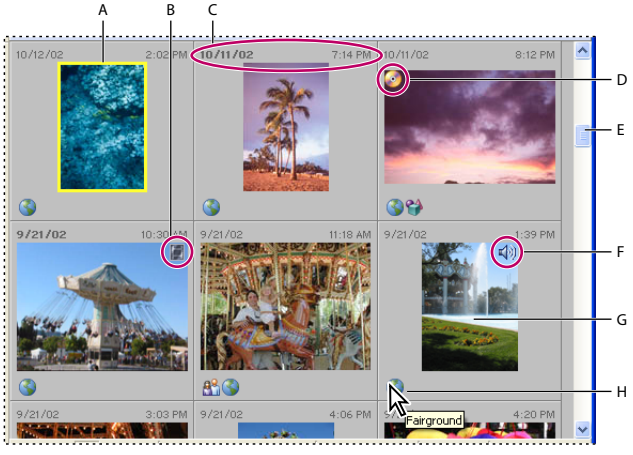
A. *Click to scroll the range of the timeline*
B. *Gray bars indicate photos out of set range*
C. *Drag end points to narrow view*
D. *Click a bar and drag the marker to scroll photos*
E. *Hold pointer over a bar to identify its range (month, import batch date, or file location)*
F. *The height of the bar indicates the number of photos*
G. *Purple bars indicate hidden photos*

The photo well

The photo well is the area where your photos, video clips, audio files, and creations are displayed, either one at a time or in a grid of thumbnails. The options bar located below the photo well contains a row of buttons that provide quick access to the most common actions for changing the view options of the photo well, including a Sort menu that specifies the sort order for displaying the photos.

Note: *The display of audio files is disabled by default. To enable audio files for viewing, choose View > Media Types from the menu bar. Make sure that Audio is selected in the Items Shown dialog box. Click OK.*

The photo well displays any search result, whether using a tag search, the Find menu, or the View menu. For more information on finding and viewing, see “Using tags to find photos” on page 26, “Searching with the find bar and tags” on page 26, and Photoshop Album Help.



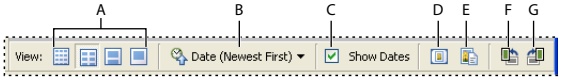
The photo well in medium thumbnail view

A. *Selected image*
B. *Indicates video clip*
C. *Click to edit date and time*
D. *Indicates offline photo*
E. *Scroll to view photos*
F. *Indicates audio caption attached*
G. *Double-click to view as Single Photo*
H. *In the medium thumbnail view, place the pointer over the icon to see tag names*

The options bar

The buttons in the options bar help you organize and sort files in the photo well. You can display information on what each button on the options bar does by holding the mouse pointer over that button.

The options bar also lets you choose a view setting for the timeline, select whether or not to show dates in the photo well, show or hide the Workspace, show or hide the Properties pane, and rotate selected photos.



The options bar

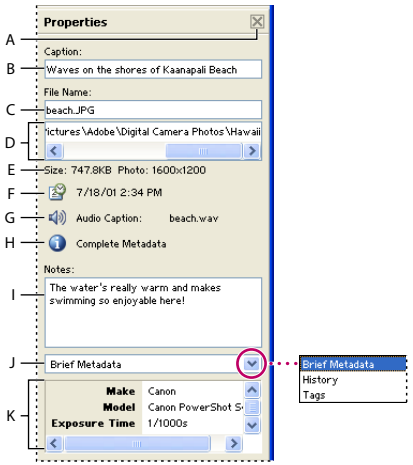
A. *Thumbnail view buttons*
B. *Sort pop-up menu*
C. *Show Dates option*
D. *Show/Hide Workspace button*
E. *Show/Hide Properties button*
F. *Rotate left button*
G. *Rotate right button*

Information in the Properties pane

The Properties pane contains detailed information about a selected photo or media file. In the Properties pane, you can view the name of the file, any captions or notes you've added to the file, metadata in the file, the dates you imported or modified the file, any creations using the file, any tags attached to the file, and the location (path) of the file on your computer. You can also record or listen to audio annotations attached to photos. Additionally, the Properties pane lets you rename a file, add a caption or notes, and adjust the date and time of the photo file.

To show or hide the Properties pane:

Click the Show or Hide Properties button in the options bar.



The Properties pane

A. *Closes the Properties pane*
B. *Caption of the photo, video clip, or audio clip*
C. *Filename*
D. *Path to the file location on your computer*
E. *File size, dimensions (photos and video only), and playing time (audio only)*
F. *Change the Date and Time*
G. *Record or play the audio caption*
H. *View complete metadata including EXIF information*
I. *Type or view notes*
J. *Choose what information to view*
K. *Shows brief meta-data information, import and modification dates, and attached tags*

You can add captions and notes to your photo in the Properties pane. You can also rename a photo file by typing in the Filename text box. For renaming a batch of photos, Photoshop Album has a Rename command. For more information on adding captions, notes, and renaming one or more photos, see Photoshop Album Help.

Organizing photos in Photoshop Album

Photoshop Album lets you sort, arrange, preview, and search for your photos and video files. To do this, you have access to powerful tools—the timeline, calendar views, and tags—to organize your photos.

The timeline is especially powerful because Photoshop Album automatically organizes photos by the date the photo was taken. Except for instances when you want to change the date of a scanned photo, you don't have to do anything to organize photos in the date order.

The calendar view also lets you easily find by date with an intuitive calendar interface. Thumbnails are displayed on the day you took the photos. To view a stack of photos in the calendar, simply click the Play button.

In addition to date/time, you can use keyword tags to find photos based on the people in them, where the photo was taken, the event, and so forth. Tags give you a powerful tool for finding and identifying photos so you don't have to remember each photo's filename, date, or folder. Using tags also liberates you from filing your photos in folders by subject, and from renaming your photos and videos.

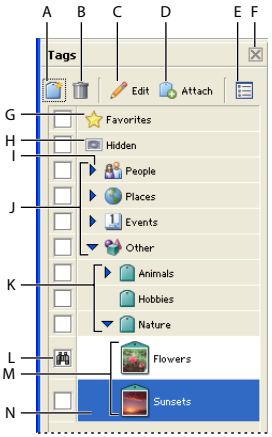
For complete information about the different ways to organize photos and add information to photos in Photoshop Album, see Photoshop Album Help.

The Tags pane

Tags are organized in the Tags pane; by default, four tag categories are available: People, Places, Events, and Other. While these standard categories will work fine, you can easily add your own subcategories to customize the catalog for your needs. Under either a category or subcategory, you create your own custom tags to give yourself even more options for identifying and finding photos.

To open or close the Tags pane:

Click the Organize button in the shortcuts bar.



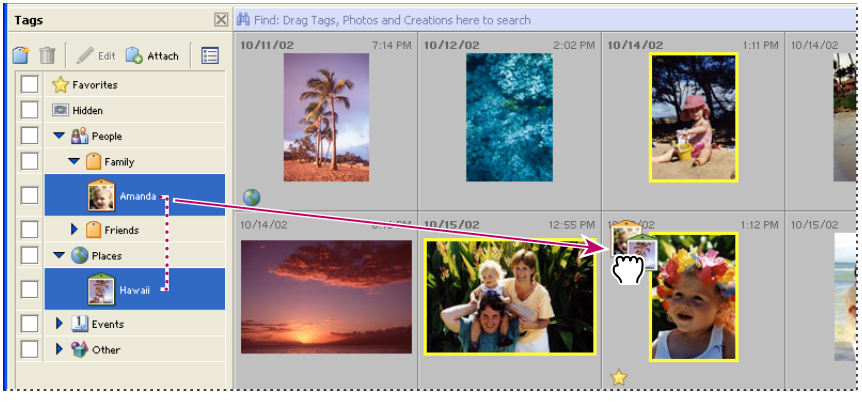
The Tags pane

A. *Create New Tag*
B. *Delete Selected Tag(s)*
C. *Edit Selected Tag*
D. *Attach Selected Tag(s) to Selected Item(s) in the photo well*
E. *Set viewing options for the Tags pane*
F. *Close the Tags pane*
G. *Favorites tag to identify special photos*
H. *Hidden tag to hide photos*
I. *Click to show lower-level tags*
J. *Top-level category tags*
K. *Subcategory tags*
L. *Find check box*
M. *User-created tags*
N. *Selected tag*

Creating and attaching tags to photos

One of the keys to organizing your photos is creating useful and descriptive tags. For instance, you might make a tag called "Hawaii" under the Places category to represent your Hawaii vacation photos. In addition to creating tags under a category, tags can be created under a subcategory.

Attaching tags is as simple as dragging them to any photo or selected photos in the photo well.



Attaching more than one tag to more than one photo is as simple as dragging them onto the selected photos.

To create your own tag:

1 Click the Create New Tag button in the Tags pane to open the Tag Editor.

2 In the Tag Editor, use the Category menu to choose the category or subcategory under which you want to list the tag.

3 In the Tag Name text box, type the name you want to give the tag.

4 In the Note text box, type any information you want to add about the tag. (For example, you could write that the tag represents vacation photos taken in Hawaii.)

5 Click OK.

The tag appears in the Tags pane under the category or subcategory you selected.

Notice that the tag has a question mark icon . The first time you attach the tag to a photo, it will use that photo as its icon. You can easily choose a different photo for the icon later.

To attach tags to photos:

Do one of the following:

- To attach one or more tags to a single photo, select one or more tags and drag them from the Tags pane onto a photo in the photo well.
- To attach one or more tags to multiple photos, select multiple photos in the photo well, and then select one or more tags in the Tags pane and drag them onto one of the selected photos in the photo well.

Click to select a single tag or photo, Shift-click to select multiple tags or photos in a series, or Ctrl-click to select nonadjacent tags or photos.

In the medium thumbnail view of the photo well, to see which tags are attached to a photo, hold your pointer over each category icon attached to the photo in the photo well.

Finding photos in Photoshop Album

Photoshop Album has plenty of tools to help you find your photos. After a few times, you'll find the way that works best for you, whether it's using tags and the commands in the Find menu or using the timeline. Either way, you'll be able to get just what you need.

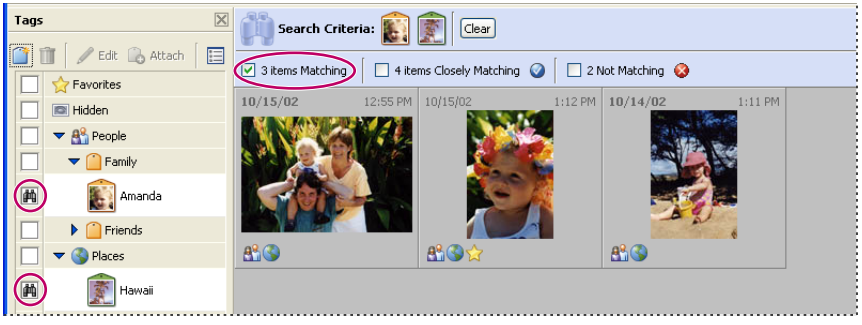
For complete information about the different ways to find photos in Photoshop Album, see Photoshop Album Help.

Using tags to find photos

Clicking the box next to a tag in the Tags pane displays all the photos with that tag. Clicking the boxes next to multiple tags finds photos that have all of those tags attached. (The one exception to this is if you search on Place tags, in which case Photoshop Album will find photos that have any of the tags.) Double-clicking a tag clears an existing search and displays all the photos with that tag.

To find photos using tags in the Tags pane:

Click the box next to the name of the tag. The binoculars icon appears next to tags being used as search criteria.



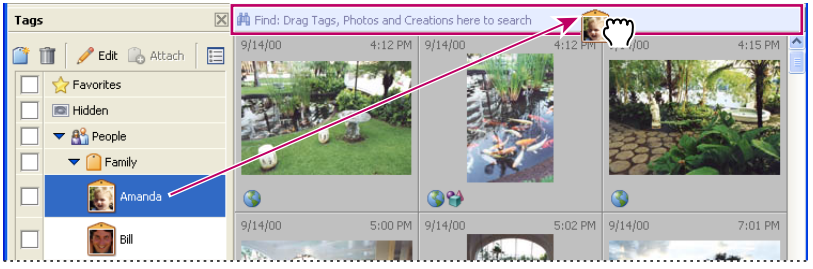
You can find a photo by any of its tags, in addition to finding it by its filename and folder location.

Searching with the find bar and tags

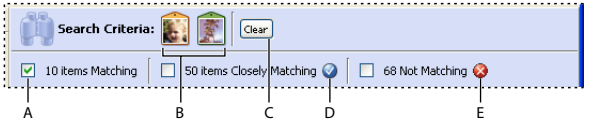
The find bar performs quick searches when you drag tags onto it. When not in use, the find bar is a horizontal blue bar right above the photo well. The find bar automatically expands when you drop a tag onto it, and the Search Criteria window opens so you can see the tags you've added to the search. Searches begin as soon as you drop the tags in the find bar.

To find items using tags and the find bar:

Drag one or more tags onto the find bar. The tag appears in the search criteria window to remind you which tag you searched for.



Dragging a tag on the find bar



Find bar expanded with Search Criteria

A. *Click a check box to find items*
B. *Search Criteria window showing tags*
C. *Close the find bar*
D. *Closely matching items*
E. *Items not matching*

Searching in the Calendar view

The calendar is a useful way to find items when you have a good idea in which month they were taken. When the calendar is displayed, it shows the first photo for each day, and it identifies the number of photos (or video clips) taken on that day. If you click a day with more than one item, a mini-slideshow displays within the calendar. When you find the item you're looking for, click the View button to scroll the thumbnails in the photo well and highlight the desired item. In the Single Photo view, the photo well displays the desired photo when the View button is clicked.

Using the calendar

A. *Calendar window for viewing photos or a mini-slideshow*
B. *Click to start or pause a slideshow*
C. *Number of photos for selected date*
D. *Click to view the previous photo/next photo*
E. *Click to select a month*
F. *Click to select a year*
G. *Tag(s) attached to the first photo taken on the selected day*
H. *Close button*
I. *View button to display item in photo well*
J. *Click to view previous/next month*
K. *Date selected*

To find photos in the Calendar view:

1 Do one of the following:

- Click the Calendar button in the shortcuts bar.
- If the Quick Guide is open, either click the Find Photos button or click the Find Photos tab to open the Find Photos screen. Then click the Calendar View button.

2 Navigate to the year and month you want to look at.

3 Click the day of interest.

4 Click the Play button to start a mini-slideshow in the Calendar of the photos from that day.

5 If you see a photo you want to find in the photo well, click the binoculars icon .

Finding photos by date

You can view photos within a certain date range either by using the timeline or specifying a range of time in the Set Date Range dialog box.

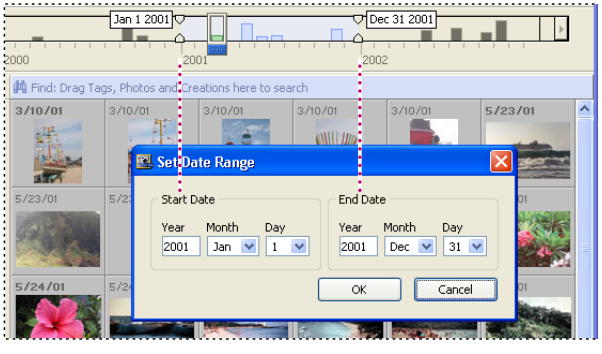
The timeline is divided into years and months. You can jump to a particular month and year by clicking that month in the timeline. Photoshop Album displays photos for that month in the photo well. To help you identify a month, hold your mouse pointer over a bar in the timeline; the name of the corresponding month appears. For more information on the timeline, see "The timeline" on page 19.

To view and find photos by date:

1 Choose Find > Set Date Range from the menu bar.

2 In the Set Date Range dialog box, type a year in the Year text box, and then choose a month and day to specify the start and end dates for the date range. Click OK.

Photoshop Album adjusts the date range selection in the timeline and displays photos within that range in the photo well. For more information about the timeline, see "The timeline" on page 19.



The end points in the timeline correspond to the start and end dates specified for a date range.

To view photos by date order:

Use the Sort pop-up menu in the options bar and choose one of the following:

- Select the Newest First option to arrange the photos in the photo well from newest to oldest.
- Select the Oldest First option to arrange the photos in the photo well from oldest to newest.

Fixing your photos in Photoshop Album

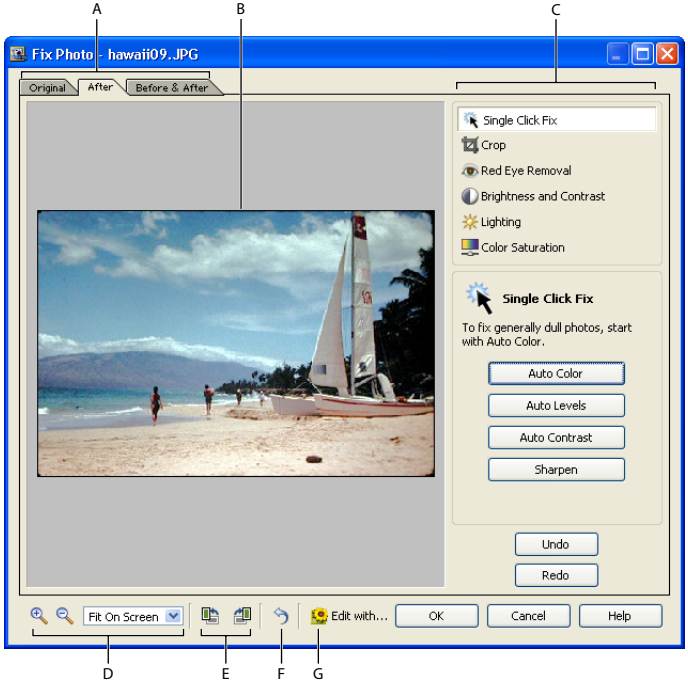
Nobody takes perfect photos all the time. Fortunately, Photoshop Album has tools to fix the most common photo problems right within the application. For instance, you can adjust the overall color, contrast, and brightness of the photo. You can also crop or remove red-eye from a photo. All fixes are done in the Fix Photo dialog box, a convenient work area for adjusting your photo. If you need more sophisticated editing tools than Photoshop Album provides, you can jump to Photoshop Elements (if you have the software installed) for the best integration with Photoshop Album, or any other image-editing application on your computer.

No matter what fix you choose for your photos, Photoshop Album always preserves your original photo. All changes are made to a copy of the photo, and you can revert to the original version at any time.

For complete information about the different ways to fix photos in Photoshop Album, see Photoshop Album Help.

Fixing your photos in the Fix Photo dialog box

The dialog box provides "before" and "after" previews of the photo being fixed, as well as controls for zooming into and out of the preview, undoing and redoing changes, and jumping to another application to make additional changes.



The Fix Photo dialog box

A. *Tabs for choosing different views of the photo*
B. *Preview images*
C. *Editing options*
D. *Zoom controls*
E. *Rotate options*
F. *Revert to Original*
G. *Edit with other application*

To fix a photo in the Fix Photo dialog box:

1 Select a photo in the photo well, and do one of the following:

- Click the Fix button in the shortcuts bar.
- Right-click and choose Fix Photo from the context menu.

Photoshop Album displays alerts to inform you about the fixing process. Unless you have concerns about fixing a multi-layered Photoshop image, you'll probably just click OK in response to the alerts.

2 In the Fix Photo dialog box, select the fix you want. Instructions and controls appear in the area below the editing options buttons.

For instructions on making specific fixes, click the Help button to view Fixing Photo topics.

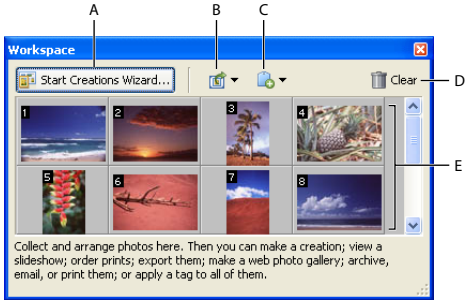
Making creations from your photos

Photoshop Album makes it easy to use your photos and video clips in photo albums, slideshows, video CDs, greeting cards, calendars, eCards, photo books, and Web sites. In Photoshop Album, these items are called *creations*.

To make a creation, you find and select the photos and video clips you wish to use, and then you select the type of creation you want. Depending on the type of creation you're making, Photoshop Album opens one of the following work areas: the *Workspace,* or a dialog box for creating a gallery for the Web.

If your photos and video clips are added to the Workspace, you can arrange them in any order you want for your creation. You can also use the Workspace to apply tags to items; play slideshows of items; and print, share, and export items.

For complete information about making an albums, slideshows, Video CDs, greeting cards, calendars, eCards, and photo books, see Photoshop Album Help.


A
B
C
Workspace
Start Creations Wizard...
Clear
D
E
Collect and arrange photos here. Then you can make a creation; view a slideshow; order prints; export them; make a web photo gallery; archive, email, or print them; or apply a tag to all of them.

The Workspace

A. *Start Creations Wizard button*
B. *Options button*
C. *Attach tags button*
D. *Clear button*
E. *Items arranged as you want*

To make a creation:

1 Select the photos and video clips you want to use in the creation. Then do one of the following to add the items to the Workspace:

- Click the Create button in the shortcuts bar.
- Right-click an item and choose Add Selected Items to the Workspace from the context menu.
- Choose Creations > New from the menu bar.

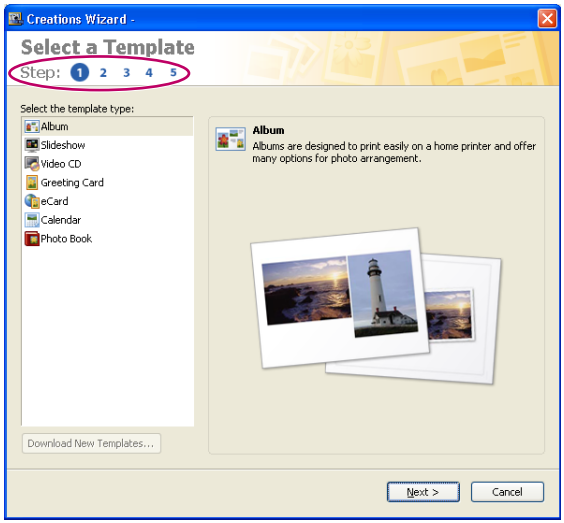
Important: *If you decide to add more items to the group currently in the Workspace, just drag the additional items into the Workspace. Do not select more photos and then click the Create button again in the shortcuts bar. Photoshop Album will think that you're starting a new creation. The items currently in the Workspace will be deleted and replaced by the new items.*

2 In the Workspace, arrange the photos in the order you wish, and then click the Start Creations Wizard button to complete your creation.

3 Follow the on-screen instructions in the Creations Wizard.

The Creations Wizard guides you through making your creation in a few easy steps. When you're done, the Creations Wizard saves the creation in your catalog so you can re-access it at any time from the photo well.

Note: *The Creations Wizard lets you choose from an assortment of templates depending on what you want to create. Each template offers different styles so you can customize the design of your creation. To offer you even more possible creations, Photoshop Album lets you download additional templates from Adobe's partners.*



The Creations Wizard guides you through making a creation in five easy steps.

Creating a gallery for the Web

If you select a Web Photo Gallery as your creation, Photoshop Album opens the Web Photo Gallery dialog box to let you determine the look of your online gallery.

To make a Web Photo Gallery:

Select the photos and video clips you want to use in the creation, and then choose Creations > Web Photo Gallery from the menu bar.

Photoshop Album opens the Web Photo Gallery dialog box with your items added. You can now select options and specify text to determine the look of your gallery. For detailed instructions on selecting an option or determining the look of your gallery, click the Help button in the dialog box.

Sharing your photos

Once your photos and video clips are in Photoshop Album, you'll be anxious to share them with others via e-mail, through prints, or viewed on the Web. To get you started quickly, the following procedures use the convenient Quick Guide for sharing your photos. As you become more familiar with Photoshop Album, you'll learn other procedures for sharing your photos.

For complete information about sharing photos using e-mail, exporting, printing on your home printer, or using online services, see Photoshop Album Help.

E-mailing your photos, video, and audio files

Photoshop Album does all the work of creating attachments for e-mail sharing. It will even generate a pre-addressed e-mail message with a PDF file or JPEG images attached.

To e-mail your photos, video clips, and audio clips:

1 Select one or more items in the photo well.

2 Click the Share button in the shortcuts bar, and then choose E-mail from the pop-up menu.

3 If necessary, choose the E-mail application from the pop-up menu. Then click the Continue button.

4 In the Attach Selected Items to E-mail dialog box, do one of the following:

- Click the Add Recipient button to add the name and e-mail address to the list of recipients.
- Click the Contact Book button to select recipients for your order. If necessary, click the New Contact button to enter the names and e-mail addresses of your recipients.

By default, PDF slideshow is selected as the format for sending your photos. You can also select to send your photos as individual attachments.

PDF is a universal file format that can be read by anyone, anywhere, who has the free Adobe Acrobat Reader software on his or her computer. PDF provides a better photo-viewing experience for your recipients by packaging up all the individual photos into a slideshow, complete with transitions. Your recipients can download the free Acrobat Reader from the Adobe Web site (http://www.adobe.com).

5 Choose a size and quality for the photos.

6 Click OK.

Printing your own photos

Photoshop Album provides common options for printing your photos on your home printer. You can print individual prints, thumbnails of selected photos in a Contact Sheet, or photos in a variety of sizes in a Picture Package.

Three different printing options
***A.** Individual prints **B.** Contact sheet **C.** Picture package*

In addition to these three options, you can print creations you've made in Photoshop Album, such as photo albums, greeting cards, and calendars, on your home printer.

To print selected photos:

1 Make sure that your printer is on and connected to your computer. For more information on setting up your printer, consult your printer's user manual.

2 Select one or more items (not audio clips) in the photo well.

***Note:** If you select a video clip, only the first frame of the clip will be printed.*

3 Click the Print Photos button in the menu bar.

4 Select Individual Prints, Contact Sheet, or Picture Package from the Layout section of the Print Selected Photos dialog box. A preview of each layout is displayed.

5 Select the desired options for the layout.

6 Click the Continue button to open your computer's Print dialog box. If you're using photo paper, be sure to go to Page Setup and select the correct paper type. Click Print.

Consult your computer's Help system for more information on using the Print dialog box.

Using an online service to share or print your photos

If you prefer to share your photos by uploading them to a Web service, rather than by e-mailing or printing them yourself, Photoshop Album will handle that—you don't have to use a Web browser or an uploader program from the sharing site. Your friends and family can then go to the sharing site to view the photos, depending on the services available.

The Online Services feature also lets you send images from Photoshop Album to remote service providers, such as photo printing partners. The service list may be updated each time you select the Online Services command, so check it occasionally for new services.

For more information on setting up and using online services for sharing or printing your photos, see Photoshop Album Help.

Protecting your photos

After all the effort you put into your catalog, you will always want to make sure to safeguard your work. You can preserve your work and your catalog, all within Photoshop Album. No other software is required; just use Photoshop Album's Backup feature.

Backing up on CD or DVD preserves your catalog and all the photos in a storage place separate from your computer. It's also a good idea to back up your catalog and all the photos every now and then. That way, you can recover or restore them if you ever have problems with your computer.

For more information on protecting your photos and your catalog by backing up, archiving, repairing, or restoring, see Photoshop Album Help.

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Photography

The following photographer has supplied some photographs seen throughout this book.

Julieanne Kost
Sunsets (page 10, 20), Palm trees (page 20), Landscapes and Vegetation (page 33)